

STAPLE
HERE

DEPARTMENT NUMBER _____

MONTGOMERY COUNTY, MARYLAND

PAYROLL DEPARTMENTAL BATCH CONTROL

SCHEDULE			ORGANIZATION ID									
13	15	16										28

PAYROLL SECTION USE ONLY

TIME REPORT FORMS

		TYPE
10	11	12
B A		T

BATCH			ORIGIN		TRANS COUNT		HOURS HASH TOTAL				
29	31	32	34	35	37	38				43	

PAYROLL ADJUSTMENT FORMS

		TYPE
10	11	12
B A		A

BATCH			ORIGIN		TRANS COUNT	
29	31	32	34	35	37	

PAYROLL SECTION USE ONLY

CORRECTIONS

		TYPE
10	11	12
B A		C

BATCH		
29		31

PAYROLL SECTION USE ONLY

Department Name _____

Prepared By: _____

Signature _____

Date _____

Phone No. or Ext. _____